



January 12, 1996

Fourth Edition

Bi-Weekly Publication




Tidbit of the Week - Seven ways to improve employee productivity

- * expect the best
- * use role models
- * create an environment where failure isn't fatal
- * recognize and applaud achievement
- * study other people's needs
- * set high standards
- * place a premium on collaboration



WELCOME BACK! to all ISD students, staff and families. Best wishes to all of you for a productive and prosperous 1996.

Interviews for the Director of Outreach have been scheduled for Friday, January 19. There are three applicants for the position and all of the

applicants will be interviewed  in one day. The applicants will interview with the Administrative Team, the Outreach Team, and the Outreach Department will host the candidates during the tour time. The applicants are Judy Cass, Cindy Lawrence, and David Reynolds.



✓ The Central States School for the Deaf Basketball Tournament will be held at ISD from January 25-27, 1996. If anyone is interested in assisting with the preparation of working on planning committees, please contact Marsha Wetzel or Dwight Casler. ISD will host seven (7) other schools and all help will be appreciated.

The ISD Mission Statement printed in the December 15 issue of the Campus Bulletin was the old one. The new Mission Statement for the Indiana School for the Deaf is:

The Indiana School for the Deaf Community promotes academic and social excellence for Deaf and Hard of Hearing students through a Bilingual/Bicultural environment.

Hopefully the new, shorter Mission Statement will be one that all employees can easily remember. Many thanks to the Mission and Beliefs Committee for their hard work on the new statement for ISD.



The months of January, February, and March will be hectic for ISD. The accreditation process is in full swing and committees are meeting daily to complete work. If anyone, not already on a committee or working behind the scenes, would like to help, please contact Dan Stutler, Bruce Peters, or Mary Alice Moon.

✓ Alan Mealka, Director of Special Institutions at the Indiana State Department of Health (ISDH), has resigned his position effective Friday, January 12, 1996. Mr. Mealka will be moving to Tennessee to accept the position as Superintendent of the Tennessee School for the Deaf (TSD). Best wishes to Mr. Mealka in his position at TSD and many thanks to the support he has provided ISD over the past year. As of this time, no one has been named to Mr. Mealka's position at the ISDH.

Sara Smith was hospitalized during the Winter Break with a life threatening infection. She is in Community East Hospital, Room 3302. Cards and letters are welcomed but no visitors at this time. Best wishes to Ms. Smith for a speedy recovery. 🍀

*** New Employees at ISD:**

Jeffrey King - Teacher, Elementary Department
Dudley Tuttle - Resident Advisor, Fair Hall
Sean Byrum - Resident Advisor, Fair Hall
Jeffrey Richards - Mental Health Counselor, Outreach
Alita Daughterly - Resident Advisor, Willard Hall
Monica Smith - Teacher's Aide, High School
Rachele Powers - Teacher, Elementary

*** Transfers/Promotions**

Daniel Frank - Teacher, Preschool
Scott Smith - Resident Advisor, Fair Hall
Cynthia Reynolds - Teacher, Preschool
Angela Smith - Teacher's Aide, Preschool
Judy Evans - Principal's Office
Belinda Bransfield - Food Server, Brown Cafeteria
Kim Hocker - Clerk Typist, Outreach
Curtis Sigafosse - Teacher's Aide, Preschool

Welcome to all the new employees and congratulations to the ones who transferred or were promoted. Best wishes to all of you in your new roles at ISD!

If anyone has information that you would like printed in the ISD Campus Bulletin - announcements, events, news - please send it to the Superintendent's Office by Wednesday of the week to be printed. Future dates to print and distribute the bulletin are:

January 26	February 9
February 23	March 8
March 22	April 12
April 26	May 10
May 24	

Linda C



INDIANA SCHOOL FOR THE DEAF CAMPUS BULLETIN



January 26, 1996

Fifth Edition

Bi-Weekly Publication



Tidbit of the Week - The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them while they do it.

Theodore Roosevelt

* The Elizabeth Willard Assessment Center grand opening will be April 12, 1996 for parents, staff, students, and the ISD community. There will be two other additional ceremonies at the center. The Indiana State Department of Education and the Indiana State Department of Health Officials will be invited on March 27, 1996 and Local Education Agencies and Directors of Special Education will be invited on May 15. ISD is looking forward to the use of this building and the prospects of serving Deaf and Hard of Hearing children statewide. Please contact David Geeslin for more information.



* The Administrative Team will be meeting with Randy Jones, NVP Video Communications, INC. on Wednesday, January 17 to discuss the possibility of having a public relations video tape made for ISD. In addition to the tape, a discussion will be held regarding brochures for the four departments on campus. Please contact George Stailey for more information.

✓ Diane Hazel-Jones, Family Resource Coordinator, planned a very successful ASL Family Storytelling Night on Saturday, January 20. PTCO provided pizza and pop for the families attending. The storytellers for the evening were: Debbie Fetzer, Louise Fitzpatrick, Ted Myhre, Dan Frank, Glenda Zmijewski. Thirteen families participated in the activity as did Ball State and Vincennes University students and other visitors. The night was a huge success and very enjoyable for the children who told their own stories during the evening.



* The Outreach Department through Cindy Lawrence is investigating the purchase of three (3) communication travel kits for ISD. The kits would be for staff to use on trips and could be used by students for practice.



The six (6) representatives of the BiBi Committee and the five (5) members of the Administrative Team met on Tuesday, January 23, from 1:00 - 4:00 p.m. and discussed the following:

1. the joint resolution from the previous meeting
2. the Administrative Team being composed of 50% Deaf and 50% Hearing
3. the re-establishment of the BiBi Office

Members of this committee are: David Reynolds, Edna Olsen, Rachel Stone, Louise Fitzpatrick, Diane Hazel-Jones, David Geeslin, Cindy Lawrence, Linda Lloyd, Debbie Fetzer, Jeff Toutant, George Stailey.



The interviews for the Director of Outreach were done on Friday, January 19. The three applicants were: Cindy Lawrence, David Reynolds, Judy Cass. The Outreach Department, an Outreach Committee, and the Administrative Team interviewed all three applicants. The Administrative Team is planning to make an announcement in the near future regarding the outcome of the interviews.



Below is a list of new professional resources for staff in the ESL office submitted by Glenda Zmijewski.

Children's Literature in an Integrated Curriculum
Family Literacy Connections in Schools and Communities
Parents and Literacy
Teachers Are Researchers
Fact and Fiction: Literature Across the Curriculum
Pen in Hand: Children Become Writers
Beyond Storybooks: Young Children and the Shared Book Experience
Innovations in Literacy for a Diverse Society
Literacy Assessment
Toward Defining Literacy
Thinking About Change in Schools
Comics to Classics: A Parent's Guide to Books for Teens & Preteens
The Literacy Dictionary: The Vocabulary of Reading and Writing



Congratulations and Appreciation to all who helped with the CSSD Basketball Tournament. All of the comments made during the tournament by the visiting teams and parents were positive. Everyone at ISD should be proud of the wonderful, cooperative work that made ISD shine. The results of the tournament for ISD were:

Boys' Basketball Team won seventh (7th) place.
Girls' Basketball Team won first (1st) place.
ISD Cheerleaders won first (1st) place.
Heather Cronin and Crystal Templeton made the All-Star Cheerleading Squad.
Miki Smith, Keri Watkins, and Jenny Cooper made the All-Star Girls' Basketball Team.


**CONGRATULATIONS TO ALL THE PLAYERS ON ISD'S TEAMS FOR
THEIR OUTSTANDING SPORTSMANSHIP AND FOR PLAYING
COMPETITIVELY AGAINST THE VISITING SCHOOLS. YOU ALL MADE
ISD PROUD!!!!!!**


— Alumni Hall Library
Indiana School for the Deaf
1200 E 42nd St
Indianapolis, IN 46205

February 9, 1996

Sixth Edition

Bi-Weekly Publication


 ***Tidbit of the Week:*** At the end of the day, start your "to do list" for the next day with items you can complete in 10 minutes or fewer. This will help you jump-start your day with a sense of accomplishment.

 **The Administrative Team** would like to thank all the people involved in making CSSD a huge success. The visiting teams had all positive comments about the Indiana Deaf School and the hospitality which was provided. Thanks to all of you for your dedication and support of this major event.

The following people served as committee chairs for CSSD:


Marsha Wetzel	Co-Chairperson for CSSD
Yvonne Catt	Co-Chairperson for CSSD
Dwight Casler	Ass't Athletic Director
Melba Bippus	Contest Manager
Jess Blackwell	Officials & Team Hospitality
Nancy Bonura	Food Concession
Dee Granger	Food Concession
Jackie McBroom	Admissions
Donna Stutler	Ticket Takers
Sharon Baker	CSSD Curriculum
Kevin Schuitema	Crowd Control
Kathleen Walters	Hospitality Room
Darrick DuBois	Statistics

Many thanks to all the chairpersons for their hard work and wonderful effort to make this the best CSSD Tournament ever!!!

 At the beginning of the school year, the BiBi Committee strongly felt that we needed to meet with the Administrative Team to continue the communication of maintaining the BiBi Philosophy at ISD. The Administrative Team agreed and recognized the committee as a support and resource of BiBi ideas. The BiBi Committee strongly recommended Tom Fuitak to come and help mediate. The administration agreed and supported this activity. Tom Fuitak has contributed greatly to ISD. Mr. Fuitak helped the Administrative Team and BiBi Committee representatives to communicate better with each other so we can help the school to continue moving in the right direction.

The BiBi representatives and the members of the Administrative Team signed a contract which stated that we would meet once a month. The group got together on January 23 to discuss our views of various issues. The group is currently discussing solutions to these issues and has agreed to meet again in February or March. Please contact David Reynolds or George Stailey if you have any questions about the above information.

Per the last issue of the Campus Bulletin, please change your calendars for the opening of the Assessment Center. Due to conflicts in completing the equipment orders and other minor matters, the Assessment Center opening will be held in the Fall of 1996. Please contact David Geeslin should you have questions

 The Scholastic Book Fair held in the alumni Hall Library last November netted \$649.93 in cash and approximately \$200 in free books. The profit will be used to purchase materials for ISD libraries. Ms Canty would like to thank all the volunteers who assisted during the fair: Linda Ross; Jerry Cooper; Rick Ogen; Marilyn Ogen; Lois Czosnowski; Millie Baker, Ball State Participants; and LRC Staff.

Wanda Kirby and Harold Larsen have individually made generous contributions to the ISD library. The money donated will be used to purchase books in memory of Melvin Squire and Bill Coffey.

The first stage of automation, for the ISD Library, funded by the Indianapolis Foundation will begin in April. One PC computer will be placed in the Alumni Hall Library in April with several more coming in the next few months. Hopefully the basic automation and networking for all 29 high school libraries including ISD will be complete and running by December, 1996. ISD is very fortunate to be included in this project which was made available to ISD through the efforts of INCOLSA (Indiana Cooperative Library Service Authority). Many thanks to Linda Canty for all her work with the automation at ISD.



The top six tips to improve communication from the February, 1996 issue of Communication Briefings.

1. To better communicate during times of change, ask: "What opportunity does this change create for the organization - and the employees? How will the change really affect employees? What new skills must employees learn?" Go over the answers with employees.
2. Realize that everyone communicates and works differently. Example: Some people talk fast to get their point across, while others prefer written communication. Observe how others communicate and work best. Then adopt their style when dealing with them.
3. Focus on what you and others agree on - not on what you disagree about - when conflicts occur. Use the points of agreement to come up with solutions.
4. Seek feedback from bosses and co-workers. Make it clear that if your message is vague - or your behavior inappropriate - you want to know about it. Look at this feedback as a way to improve.
5. Show you respect the ideas and personalities of all workers. Post messages such as these around the office: "If I don't get it, it's OK to tell me." "If I jump to a conclusion too quickly, rope me in."
6. Listen without judgment. Don't stop listening to figure out how you're going to respond. To make sure you've understood the speaker's message, paraphrase his or her thoughts. Then, empathize with the speaker's feelings and ask follow-up questions to get more details.





INDIANA SCHOOL FOR THE DEAF CAMPUS BULLETIN

February 22, 1986


Seventh Edition

Bi-Weekly Publication

 **Tidbit of the Week** - If you were to write down all the possible ways to motivate people to do better work, friendly praise would have to come near the head of your list.

 The Superintendent's Office did a random survey of parents asking what three to five positive things have happened first semester at ISD for their child or for the school in general. Some of the responses are below:


- my child has developed more confidence
- my child's study habits have improved
- parents appreciate the telephone conference
- my child enjoys ISD a lot
- ISD adopted a formal language arts program
- the principal's position was filled temporarily
- my child got to play in sports - volleyball
- my child talks all the time about the dorm staff and how positive they are
- excellent science programs and space camp
- positive atmosphere/children feel good about themselves
- wonderful visual display in hallway
- like new curriculum very much
- children continue to improve their ASL skills
- my child likes to be in school more than at home
- none - teacher was not there when needed
- big improvement in our child and not sure why but glad to see it
- teacher for my child has taught more in one semester than my child learned in previous three years
- swimming classes once a week
- the positive support from my child's resource teacher
- opportunity for my child to play sports
- positive rapport between staff and my child

 As none of the parents put their names on the surveys, I do not know which staff members they are talking about. Hopefully, some of these very positive things are due to YOU, the professional, dedicated staff employed at ISD.

These are the kinds of things that make a difference to parents. Let's all take time during the second semester to double and triple these positive remarks/feelings from ISD's parents. (Have you called a parent lately, have you written a note to a parent, have you performed a random act of kindness toward a student on campus, have you given that extra minute/hour to help a student?)

With all of ISD's employees creating a better, more positive atmosphere, we will become the best School in the State and Nation!

(Next issue, the biggest concerns parents have about ISD.)

 The Civic Theatre is providing signed performances of all the show in their series. The shows and dates for the signed performances are:

Murder on the Nile	February 16 at 8:00 p.m.
Little Women	March 15 at 8:00 p.m.
Rumors	May 3 at 8:00 p.m.
Into the Woods	June 7 at 8:00 p.m.


All tickets are \$18.00 except for "Into the Woods" which are \$20.00. Joyce Ellinger and Chuck Daube will be interpreting. Tickets can be purchased by calling 317-923-4597 V. Seating is limited.

✓ Congratulations to Marsha Wetzel for the wonderful newspaper coverage regarding her work as a Basketball Referee. The article was in Monday's newspaper and can be seen in ISD's Main Library. Good luck to Ms. Wetzel with her officiating duties and for being the first Deaf woman to become a Basketball Referee.

Glenda Zmijewski submitted a proposal for the International Reading Conference - Special Interest Group for the Hearing Impaired (SIG-HI). Ms. Zmijewski's proposal was accepted and she will be presenting at the conference in New Orleans on May 1, 1996. Her presentation will be "The ASL-English Connection in Literacy". Good luck Glenda and congratulations!

PTCO Day will be held on May 5, 1996 from 10:00 a.m. - 6:00 p.m. I would like to encourage all employees to help with this social event or come and enjoy the fun, interaction, and spirit of the day. Please contact Bob Canty or Bruce Peters for more details.

✓ Summer school is in the process of being planned. Debbie Fetzer is the Summer School Coordinator and has already met with some staff regarding employment. Ms. Fetzer will be developing flyers soon to send to parents. Please contact Ms. Fetzer if you have any questions about summer school. Many thanks to Ms. Fetzer for her hard work and dedication to this program.

 Dan Stutlar has received a grant from the Corporation for Educational Communications for \$14,400+ for ISD as a part of distance learning. In total, the grant will provide \$3,000 for wiring, \$6,000 for network usage, and \$14,400 for additional network costs. Wow! Technology is improving thanks to Dan and the technology committee at ISD. Many thanks to Duane Hazelbaker at Ameritech for all his support.

☒ If anyone would like to submit information for the Campus Bulletin, please submit it to the Superintendent's Office. There will only be six (6) more issues this school year.

March 8 and 22

April 12 and 26

May 10 and 24



March 8, 1996

Sixth Edition

Bi-Weekly Publication



Tibit of the Week: *"I wish I were honest enough to admit all my shortcomings; brilliant enough to accept flattery without it making me arrogant; tall enough to tower above deceit; strong enough to treasure love; brave enough to welcome criticism; compassionate enough to understand human frailties; wise enough to recognize my mistakes; humble enough to appreciate greatness; staunch enough to stand by my friends; human enough to be thoughtful of my neighbor; and righteous enough to be devoted to love."* Gordon Taggart



From the survey of parents done by the Superintendent's Office, below is a list of their biggest concerns:

- reading and writing ability levels for job placement
- communication with the "hearing world"
- transportation issues between ISD and IPS
- communication issues on campus and with parents
- teachers/staff use of illegal drugs or marijuana
- lack of ESL
- have major programs, parties on Fridays so residential students' parents can participate
- send parents ASL videotapes when they request them
- need a campus bulletin again/little communication
- department newsletter for Elementary needs more information
- communication controversy/students tease my child for wearing a hearing aide but it is beneficial
- communication/things are heard "second hand"
- too much turn over of employees
- dorm environment could be improved
- IEP goals are set at meeting then no attempt by teacher to meet the goals/makes the IEP process a farce
- decreasing enrollment due to lack of communication between parents and staff
- professionalism of female employees at supervisory level

It appears that the major, repeated concern of parents is communication. Communication is the responsibility of each staff member. Have you called a parent recently - positive or concern - to discuss their child's progress? Do you rely only on report cards or pink slips? Do you write notes to parents and let them know which IEP goals you are working on this quarter/semester? Are parents of your students informed of special events or changes in the departmental calendar?

All of these things would make parents more appreciative of ISD and the services and programs being provided. All of us are responsible to the parents and accountable for the development and academic success of their children.


(Next week, the things which parents would like to see improved will be listed.)



The annual PTCO Day, Sunday, May 5, is coming to ISD. As usual, it will be at the Caskey Activity Building from 11:00 - 6:00 p.m. and, of course, admission is free. PTCO will be providing new shoes, activities, and more fun than before. Bob Canty is the Chairperson and Bruce Peters will serve as liaison between PTCO and ISD. We need all of YOU to help with this big event. If interested, please contact the following chairpersons:

Exhibits/Booths - Teresa Schmidt - 788-0031
 Publicity - Jerry Cooper - 582-0471
 Decorations - Sharon Schuitema - 826-1242
 Children's Activities/Games - Barb Gantt - 576-9849
 Food Concessions - Nancy Bonura - Preschool - 920-6256
 Art Work - Jonas Fenicle - Preschool - 920-6256
 Raffles/Door Prizes - Bob Canty - 920-6360 am/920-6324 pm

Also contact department heads if you can help with the projects. Please help by spreading the word about PTCO DAY. Again, we need YOU and THANK YOU!! (Bob Canty)


 The Superintendent's Office received a letter from the North Central Association of Colleges and Schools that ISD has been designated as "Accreditation Without Warning for 1995-1996." Congratulations to all of you! This is the first year in three years that ISD has not received a warning. Many thanks to Dan Stutler and his staff for preparing the Annual Report this year for ISD.

☒ The BiBi Committee will have a retreat on Saturday, March 16 from 8:00 a.m. - 4:00 p.m. The retreat is being held for the following purposes:

1. to further explore the issues raised during the BiBi Self-Study
2. to evaluate where we are as individuals in the BiBi process
3. to evaluate where we are as a school

Ann Reifel and Ann Titus will co-facilitate the retreat. If you have any questions, please contact David Reynolds or Diane Hazel Jones.

☒ Welcome to Tim Cosgrove, a master's student in audiology at IU. As part of his internship experience, Mr. Cosgrove will be at ISD for the next eight weeks working with Sheryl Whiteman and Linda Charlebois.

 Submissions for the Campus Bulletin will be accepted at any time. Dated material needs to be submitted on Wednesday prior to the distribution date. Remaining dates for the CB are:

March 22

April 12 and 26

May 10 and 24






March 22, 1996

Ninth Edition

Bi-Weekly Publication

 **Tibit of the Week: "Fighting Workplace Mediocrity."** Don't "reward" competent employees by assigning them tasks the less competent fail to complete - they'll soon conclude they'll be better off not working so hard. Don't get so wrapped up in the teamwork concept that you no longer see people as individuals. If you treat dedicated employees the same as those who work only for a paycheck, you'll soon demotivate the dedicated. Don't put off criticizing - in private, of course - those who need it. If you wait, you create two problems: those who need correcting can get in deeper trouble because you feared hurting their feelings. And other employees may think they, too, can get away with mediocre performance. Don't spend so much time with those who won't do their jobs. Good performers may think they need to fail to get your attention. It is better to try to spend 95% of your time with 95% of the employees who give 95% of the effort.

Communication Briefings - March, 1996

HEY!! HEY!! Great news for Linda Canty, Librarian at ISD. She has received approval from the State Budget Agency to match a grant for \$3,000.00 for science and technology materials. Congratulations Linda!

 From the survey of parents done by the Superintendent's Office, below is a list of things parents would like to see improved.

- more interaction with hearing schools
- more parent-teacher conferences to discuss their child as a person and as a student and their work
- provide students with lockers better transportation information between ISD and IPS - ISD does not seem
- concerned about transportation issues and are not willing to assist
- staff needs to be more professional
- staff share their weekend experiences with students and some of the information is inappropriate
- more ESL
- provide more literature about the school
- need additional courses - journalism
- need to focus on academic skills to prepare students for college
- teachers share information with people about students that should not be shared
- improve reading comprehension - love new language arts program
- supervising teachers should work more closely with teachers on classroom structure and techniques - have supervising teacher for each department
- devise and implement an improvement plan for Middle School and High School improve the appearance of dorms and grounds
- incorporate a reading software program on the computer called Accelerated Reading - the program could be used school-wide
- improve the mastering of the IEP goals - goals are established but they are not worked toward
- provide parents with more support from the school especially for hearing parents with a Deaf child
- improve the sibling program - policy for the program should be shared with parents
- provide a music/drama program starting with Elementary and continue through High School
- improve the appearance of the school - it is filthy - many unsafe and unhealthy conditions exist at the school
- lunches for small children are awful - the Indiana Corrections Centers and the Indiana Boys' School serve better meals
- provide computers in each classroom
- equal treatment regardless of marital status, race, creed, etc. from staff members
- improve accessibility of information regarding campus activities
- reward Middle School students for being on the honor roll

As you can see, parents have a long list of things which should be improved at ISD. We can all work together to get these things improved and hopefully focus on some of these through the school improvement plan.

(Next week, the campus bulletin will print some of the "top ten" accomplishments by the departments for the first semester of the 1995-1996 school year submitted by ISD's Team Leaders.)